



FIRE DEPARTMENT PERMITS

DATE: January 4, 2011

INFORMATION BULLETIN: A-11-001

APPROVED BY: M. Esparza

Riverside Municipal Code Section 16.32.020

A Fire Department permit is required for the following and shall be obtained from the Fire Prevention Bureau prior to engaging in the following activities, operations, practices or functions:

- Carnivals and fairs
- Tents greater than 400 square feet, tents open on all sides greater than 700 square feet and temporary membrane structures
- Liquid or gas fueled vehicles or equipment in assembly buildings
- Open burning
- High piled storage
- Candles and open flames in assembly areas
- Pyrotechnical special effects material
- Explosives or blasting agents and fireworks
- Assembly gathering of 50 or more persons
- Pumpkin Lots
- Christmas Tree Lots

Under certain circumstances, the Riverside Municipal Code, Section 16.32.020, for indoor/outdoor gatherings and events, requires a permit. Prior to obtaining a Fire Department permit a temporary use permit, conditional use permit or a special event permit may be required by the City of Riverside Planning Department. Upon application for a permit, a site plan is required. The site plan must include, but is not limited to fire hydrants, fire lanes, aisles, positions of booths, rides, structures, parking areas, cooking areas, generators, exits, exit ways, fire extinguishers and seating arrangements. Tent use may require specific floor plan to be submitted. The site plan shall have dimensions or be to a scaled measurement. Permits shall be obtained and all requirements completed prior to the fire inspection.

Please allow at least 10 days prior to the start of the event so that the paperwork can be processed.